

## ***Retention of Records Policy***

The Commission maintains the official records of Commission actions on institutions and all correspondence that is significantly related to accreditation decisions. It also retains copies of institutional reports and materials, and copies of Self-Evaluation Reports and Peer-Evaluation Reports that formed the basis for those actions. These documents include the two most recent Year Seven Self-Evaluation Reports (or equivalent) of each institution, including on-site Peer-Evaluation Reports, the institution's or program's responses to on-site reports, periodic review reports, any reports of special NWCCU reviews conducted between regularly scheduled reviews, and a copy of the institution's most recent Year Seven Self-Evaluation Report (or equivalent). The Commission maintains a record of all approved substantive changes.

*October 2013*